



RECRUITMENT BULLETIN

FEDERAL CAREER INTERN PROGRAM

Announcement Number:	03-510/Intern
Title:	ACCOUNTANT
Pay Plan, Series:	GS-510
Grade:	Multiple Grades (GS-5, GS-7 or GS-9)
Opening Date:	March 17, 2003
Closing Date:	May 23, 2003
Location:	VA Palo Alto Health Care System, Palo Alto, California
Who May Apply:	Any U.S. Citizen.
Duties:	Duties of which are to advise on or administer, or perform professional accounting work relating to the financial activities of governmental, quasi-governmental, or private sector organizations. The work includes the design, development, operation, or inspection of accounting systems; the prescription of accounting standards, policies, and requirements; the examination, analysis, and interpretation of accounting data, records, or reports; or the provision of accounting or financial management advice and assistance to management.
How to Apply:	Submit all forms and documents required to: VA Palo Alto Health Care System Human Resources Management Services (05A) 3801 Miranda Ave. Palo Alto, CA 94304 Attn: Susan Astorga, #03-510/Intern
Basic Qualifications:	<p>All eligibility and qualifications requirements must be completed at the end of the academic school year. Must have a <u>bachelor's degree</u> in <u>accounting</u> or a <u>related field</u> with <u>24 semester hours</u> in "Accounting". Positions at grade level:</p> <ul style="list-style-type: none"> • GS-5 - must have the basic qualifications stated above; • GS-7 - 1 year of graduate level education <u>OR</u> superior academic achievement <u>OR</u> one year of specialized experience equivalent to the next lower grade level in the accounting field; • GS-9 - Masters degree <u>OR</u> equivalent graduate degree <u>OR</u> one year of specialized experience equivalent to the next lower level in the accounting field. • Substitute education for experience as permitted by OPM Qualification Standards. <p>Specialized Experience: <i>In addition to meeting the basic requirements above, one year of specialized experience equivalent to the next lower grade level in the normal line of progression is qualifying for positions at grades GS-7 and GS-9. Specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled.</i></p>
Knowledge, Skills, and Abilities:	To be determined well-qualified candidates must possess skills that are directly related to the duties of the job. The following elements should be addressed within your description of duties in your work/academic experience on your application/resume: 1. Knowledge of the subject matter pertinent to the position. 2. Technical skill to perform the duties of the position. 3. Ability to communicate (both orally and in writing) the technical knowledge of the position.
Evaluation Method:	Upon meeting the above basic qualifications, " <u>Qualified</u> " candidates will be placed on a certificate according to the following preference categories:

	<ol style="list-style-type: none"> 1. Compensable disabled veterans; 2. Other 10-point preference eligibles; 3. 5-point preference eligibles; 4. Non-preference eligibles.
Other Pertinent Information:	<ul style="list-style-type: none"> • Major tertiary referral center with three hospital-based divisions serving the VA Sierra Pacific Network (VISN 21). <ul style="list-style-type: none"> ❖ Palo Alto Division is home to one of the most sophisticated tertiary care centers in the Veterans Health Administration (VHA). All acute care, acute inpatient psychiatry, spinal cord injured, rehabilitation medicine, blind rehabilitation and hospice services. ❖ Menlo Park Division, located seven miles to the North, provides both inpatient and outpatient comprehensive domiciliary care, mental health, Post Traumatic Stress Disorder and long-term geriatric care. ❖ Livermore Division, located forty miles East of Palo Alto, provides sub-acute and geriatric inpatient services as well as primary, subspecialty and ancillary outpatient services. • Candidate will be in training through a full-time, paid position under an experienced professional in the targeted field. • Two-year training experience that will prepare candidate to work for the VHA. • Successful completion of the two-year program you may apply or may be placed non-competitively in a VHA position.
Forms Required:	<ul style="list-style-type: none"> • OF-612, Application for Federal Employment; • OF-306, Declaration of Federal Employment; • College Transcripts; • If applicable – DD-214, Military Discharge Documentation (claiming veterans preference) • If applicable - SF-15, Application for 10-point Veteran Preference (claiming 10-points you must submit this form <u>and</u> the required documentation specified on the reverse of the of SF-15) <p>Applications are available on our website: http://www.palo-alto.med.va.gov or you may call (650) 858-3951.</p>
Pre-employment Requirements:	<p>Candidate may be required to obtain a security clearance, and meet all certification requirements (depending on the position to be filled) prior to appointment. Some positions may require successful completion of a physical examination (including tuberculin (TB) skin screen test), agility test, and/or pre-employment drug test. Candidate required to meet one or more of these employment conditions before appointment will receive a tentative offer of employment. An offer of employment may be rescinded if the candidate fails to report to any of the scheduled appointments, fails the medical/TB/agility/drug test, lacks the certification requirements, or is unable to obtain a security clearance. Incumbents of drug testing designated positions will be subject to random testing. Drug test results will be provided to the employing facility.</p>
Notes:	<p><u>Promotion potential</u> - If applicable, the candidate may be non-competitively promoted to the next grade level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level during the 2 year training program. Upon completion of the 2 year training program, candidate may be placed at grades GS-11 or GS-12 positions at the assigned VA Facility.</p> <p><u>Educational Opportunities</u> – Extensive library resources, on-site workshops and seminars, etc. May be eligible for tuition support for job-related courses, Employee Incentive Scholarship Program and Education Debt Reduction Program.</p> <p><u>Direct Deposit/Electronic Funds Transfer</u> – It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.</p> <p><u>Statement of Understanding</u> – Candidate will be required to sign VHA Technical Career Field Program Agreement and Mobility Agreement.</p>
<p align="center"><u>THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER</u></p> <p align="center">All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor</p>	